

CHAPTER 6

DEPARTURE FROM THE MISSION

You have now reached the stage in your posting cycle where your assignment officer has informed you that you are to be cross-posted or will return to Canada. Because you are away from Ottawa, you will not have all the resource people that you consulted during your Rounds available to you now. Almost all of the responsibility for getting things done will rest entirely with you and the Mission Administration. The Community Coordinator at the Mission may also be of assistance.

The best way to start preparing yourself is to return to the earlier chapters of this Handbook, especially Chapters 2 and 3, and work through the Pre-Posting Checklist in Chapter 3. In Ottawa, Relocations (ABMR) will help coordinate your move by an exchange of telexes with your current Mission and, if applicable, your new Mission. In the event that further consultations are required, you can refer to Appendix B — "Who Does What At Headquarters?" — and have your Administrative Officer send off a telex to the appropriate section. Hopefully, you will feel more confident than on your last relocation and be able to make your experience work more to your advantage this time around.

As a final note, one or several of the following situations may apply to you and some additional information is provided for your guidance.

The Posting Centre

If you are returning to Ottawa, this is the last phase of the posting cycle, but if you are going on a cross-posting the cycle starts once again. Either way, you can telex The Posting Centre (ABMH) to obtain a copy of the Mission Report and other relevant material. If you are returning to Canada, they will send you information on the Ottawa/Hull region.

On Return to Headquarters

Employees returning to headquarters are required to make administrative rounds in order to complete their posting arrangements.

1. Your first visit on your return is with the Assignment Division where you obtain your "Rounds Sheet." The Assignment Division will indicate on the Rounds Sheet which visits you must make.
2. Medical examinations are mandatory on your return to Canada. Medicals are arranged with Health Canada by The Posting Centre (ABMH).
3. You must also see the Incoming Relocation section of the Relocation Division (ABMR) to make arrangements for delivery of your shipment, to access your goods from storage, and to complete the necessary customs papers so you can arrange to visit customs to clear your shipment. In addition, you will be provided with information on your travel claim and reimbursement for temporary accommodation in Ottawa.
4. Make sure to visit the Health Plans section of the Compensation and Benefits Division (ABP) in order to reinstate your health plans — PSHCP's Inside Canada Plan. Contact the applicable health insurance office to reinstate the relevant provincial plan.

Medical Examinations

If you are going on a cross-posting, you and your family will have medical examinations done by the Health and Welfare doctor in the region, or if one is not available, by a designated and approved local physician.